

# Inspections for Grant/Renewal of Manufacturing License from Controller of Legal Metrology

## Procedure for Inspection

- The Proponent shall submit application on-line through the Legal Metrology department website (<https://hpwm.hp.gov.in/>)
  - a) Once the application is found to be in complete form by the verifying authority, the online system will allocate an inspector for inspection of the premises
  - b) The date of the inspection will also be generated and communicated to the inspector along with the applicant beforehand
  - c) The inspector must conduct the inspection on the scheduled date and must follow the shared checklist only. The checklist will also be available on the website for verification by the applicant
  - d) Once the inspection has been completed as per the schedule, the complete inspection report along with the recommendation by the Inspector must be uploaded on the online approval portal within 48 hours of completion of the inspection

## Inspection Checklist for Grant of License

1	Whether the Model Approval Certificate from GOI has been acquired	Y/N
2	Whether the Trade Mark/Monogram/registration certificate has been acquired from competent authority	Y/N
3	Whether the Machinery, tools and accessories are as per list	Y/N
4	Whether the standard weights, measures and other weighing equipment are duly verified	Y/N

## Inspection Checklist for Renewal of License

1	Whether the register is maintained as per Schedule XIV	Y/N
2	Whether the periodical returns filed	Y/N
3	Whether the W&M being manufactured are as per Model approval	Y/N
4	Whether the skilled workers found as per record	Y/N
5	Whether the Machinery, tools and accessories are as per list	Y/N
6	Whether the monogram on W&M found as per record	Y/N
7	Whether any challan/complaint/verification fee pending against the licensee	Y/N

8	Whether the standard weights, measures and other weighing equipment's are duly verified	Y/N
9	Whether the licensee complying with all the relevant provisions of the Act and rules for the time being in force and complying with all the general or special direction given by CLM	Y/N